# **CONTRACT USER GUIDE**



# How to Use the Lawns & Grounds, Equipment, Parts and Services Statewide Contract

Contract #: FAC71 Contract Duration: 09/01/2012 to 08/31/14

MMARS #: FAC71\* Options to renew: No options available

Contract Manager: Betty Fernandez - 617-720-3133 <a href="mailto:Betty.Fernandez@state.ma.us">Betty.Fernandez@state.ma.us</a>

This contract contains Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Contractors and Environmentally Preferable Products (EPP) Equipment

Last change date: 4/18/14

# **Contract Summary**

This contract covers a large variety of Lawns and Grounds Equipment, Parts and Services which are available from a broad selection of authorized dealers representing various manufacturers. There are eleven (11) categories available:

Cat #	Category Name			
1	Tractor up to 50HP-100HP			
2	Tractor Accessories			
3	Lawnmowers			
4	Lawnmower Accessories			
5	Utility vehicles, Golf Carts and Related Accessories			
6	2 Cycle/4 Cycle Power Equipment			
7	Snow Blowers and Related Accessories			
8	Replacement Small Engines			
9	Roto-tillers/wood chippers/stump grinders/specialty power equipment			
10	Skid steer loaders and accessories			
11	Utility trailers and related accessories (Must include trailer light package, which consists of			
	license brackets and lights for public roads).			

The Equipment included in this contract has been identified in eleven (11) categories and includes but is not limited to in general terms, utility tractors, attachments for utility tractors, lawn mowers (walk behinds, riders, tractors, commercial front mowers and slope mowers), walk behind snow throwers, hand held two cycle equipment (chain saws, brush saws, trimmers, edgers, leaf blowers and similar equipment, replacement engines, shredder/chippers, roto-tillers and repair parts and services.

Updated: April 18, 2014 Page 1 of 11



# **Benefits and Cost Savings**

- The statewide contract covers a broad array of equipment, parts & services available through various authorized dealers of listed manufacturers.
- Competitive Pricing The Strategic Sourcing Services Team (SSST) has awarded the contract to those contractors who provided the most competitive pricing and/or discounts for the manufacturers being offered. Additional discounts are available, such as prompt pay discount, volume and or dock delivery discounts. Please reference the vendor list below for those contractors that offer prompt pay discount and for volume and dock delivery discount please reference "Contractors Award Information 2012-2014" located under each vendor's PO information as an attachment.
- Selection of EPP Equipment The contract provides equipment that represents environmentally preferable products wherever possible. Such Equipment may use alternative fuel (e.g. compressed natural gas), offer an opportunity for reduced fuel usage, or provide other environmental benefits. Contractors that offer EPP equipment are identified in the vendor list with the EPP \$\infty\$ symbol.

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

#### **Eligible Entities:**

- 01. Cities, towns, districts, counties and other political subdivisions
- 02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
- 03. Independent public authorities, commissions and quasi-public agencies
- 04. Local public libraries, public school districts and charter schools;
- 05. Public Hospitals, owned by the Commonwealth;
- 06. Public institutions of high education
- 07. Public purchasing cooperatives;
- 08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
- 09. Other states and territories with no prior approval by the State Purchasing Agent required; and
- 10. Other entities when designated in writing by the State Purchasing Agent.

# **Pricing and Purchase Options**

Purchase Options: Purchases made through this contract will be direct, outright purchases.

**Pricing and buying details:** All contract pricing and/or discounts listed MUST remain firm through 8/31/14 for all listed contractors. Contractors' awarded pricing is for specific equipment based on the standard equipment model; pricing may vary if a user department is requesting equipment that is not standard equipment identified in the contractor's award.

Updated: April 18, 2014 Page 2 of 11



**Quotes:** Departments may solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is required is that departments contact the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

**Returned Goods Policy** - Contract users must not accept the delivery of any product that is visibly damaged. Product must be inspected upon receipt of delivery. If a product fails inspection by the receiving facility, the product must be rejected and the contractor(s) must replace the product immediately at no additional expense to the facility.

#### Additional Information

All equipment provided under the statewide contract will be new and unused. Factory seconds or remanufactured equipment will not be accepted unless specifically identified by the user department. All products provided by the awarded contractor must meet all federal, state and local standards for quality and safety requirements.

<u>Products Standards</u>: Products provided by contractors MUST be commercial grade and meet all Federal, State and local standards for quality and safety requirements. Products not meeting these standards will be deemed unacceptable and will be returned to the contractor at no charge to the Commonwealth.

All applicable products provided by contractors under the terms of the contract MUST bear Material Safety and Data Sheet (MSDS) and label as required by law.

<u>Delivery:</u> All equipment pricing includes FOB delivery to ordering facility. Delivery MUST be made as agreed upon by the ordering department. No request for extra delivery costs will be honored. All equipment must be delivered assembled, serviced, oiled and ready for immediate use, unless otherwise requested by the purchasing department. Liability for product delivery remains with the contractor until properly delivered and signed for in accordance with the purchasing department and the Commonwealth Terms & Conditions.

<u>Fuel surcharge provisions</u>: Contractors cannot charge any additional fuel surcharges on any order received from eligible entities under this statewide contract. Department will NOT be required to pay any addition fuel surcharges upon receipt of contractors invoicing.

<u>Operating manuals:</u> Operating manuals MUST be provided by the contractor for all equipment purchased under this contract.

<u>Loaner Equipment:</u> If the time for warranty or service repairs exceeds the specified time, the contractors shall provide equivalent loaner equipment upon request by the customer. Loaner equipment shall be provided at no cost, including shipment to the customer's location and return of loaner equipment to the contractor.

**Ordering:** No order is valid until the contractor receives a Department authorized

Updated: April 18, 2014 Page 3 of 11



Purchase Order Number.

<u>Warranty</u>- Warrantees are based on commercial use minimum of one (1) year commercial use warranty

<u>Trade-Ins</u> - Trade-ins are authorized under this contract provided that the entities involved have adhered to their state surplus property guidelines for turn-in or disposal of the equipment. Entities must refer to their state surplus agencies for further guidance on the proper procedures for their guidelines.

Contractors that have agreed to accept trade-ins must negotiate in good faith with the eligible entity trade in value at the time of trade in. Contractors MUST accept Lawns and Grounds Equipment, etc. trade-ins that are an equal of the product being purchased ONLY.

#### **Adding/Removing Products.**

The SSST reserves the right to add products on an as needed basis despite their initial exclusion. Contractors must obtain authorization from OSD in order to add a product to the contract award. The products should comply with the specifications and scope/description established in the original Request for Response (RFR) and the contractor must supply all supporting information and research available to the SSST for consideration. A written recommendation may also be submitted to the SSST from an eligible contract user requesting that specific brands and/or manufacturers' products be added to the contract.

<u>Recalls</u> - In the event of a manufacturer's recall, contractors will be responsible for contacting those user departments that are affected by the recall and the contractor will be responsible for providing and replacing any defective parts of the manufacturer at no additional cost to the Commonwealth.

<u>Cancellations</u> - User department(s) and/or contractor(s) must provide, at a minimum, at least 48 hours cancellation notice of any equipment being purchased under the awarded contract.

# **Full Performance Specifications and Requirements**

The "Performance and Specification Requirements" provides detailed specifications and performance requirements that each contractor must comply with under this statewide contract. Please reference this document to ensure compliance when obtaining equipment, parts or services from contractors. These specifications are located under the "Forms & Terms" tab of Comm-PASS (<a href="https://www.comm-pass.com">www.comm-pass.com</a>).

#### **Contract Counties**

Contractors have designated the counties in which they will provide service under the statewide contract. Please refer to the Vendor list below for service areas. The list of counties is available under the "Forms & Terms" tab of Comm-PASS (www.comm-pass.com).

Updated: April 18, 2014 Page 4 of 11



## **Vendor List and Contract information**

The available contractors are listed below. Please refer to each vendor's COMMBUYS PO for "Contractors Award Information 2012-2014" pricing attachment.

Supplier involvement in any of the following programs will have the appropriate icon appear beneath the column heading. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount PPD).

Contractor	Comments	<b>SBPP</b>	SDO	<u>SDP</u>	<b>EPP</b>	PPD
146 SUPPLY CENTER INC	Service Area: All Counties			, III.,	4	×
Contact: Tom Benedetti, Jr.						
Phone: 508-865-3800 or 508 865 6500	Awarded Categories: 1					
Email: JD146MA@AOL.COM	thru 11					
tomb@146supply.com	Equipment/parts/services					
Website: www.146supplycenter.com						
Prompt Pay Discount: 1%-10 days						
Ahearn Equipment Inc.	Service Area: All Counties	SB		pHH.	4	N
Contact: Donna Ahearn						
Phone: 508-885-7085x101	Awarded Categories-1 thru					
Email: dahearn@ahearnequipment.com	11					
or <u>statebid@ahearnequipment.com</u>	Equipment/parts/services					
Website: www.ahearnequipment.com						
Prompt Pay Discount: 1%-10 days, 15 days						
Bacher Corporation	Service Area: Berkshire,			pHH <sub>q</sub>	(\$)	N
Contact: James Viggiano, President	Essex, Franklin, Hampden,					
Phone: 860-627-5924	Hampshire, Middlesex					
Email: bacher3945@sbcglobal.net	Counties					
Website: www.bachercorporation.com	Awarded categories: 1					
Prompt Pay Discount: 1%-10 days	thru 11					
	Equipment/parts/services					
Bacon's Equipment	Service Areas: Berkshire,			pIII q		H
Contact: Paul or Shirley Bacon	Franklin, Hampton,					
Phone: 413-268-3620	Hampshire Counties					
Email: sbacon8665@aol.com	Awarded Categories:					
Prompt Pay Discount: 1/2%-10 days	1,2,3,5,6					
	Equipment/parts/services					
Bobcat of Boston, Inc.	Service Area: All counties			pIII.		H
Contact: Steve Arsenault, CFO	Awarded categories:					
Phone: 978-664-3727	1,2,5,6,10,11					
Email: <u>steve@bobcatboston.com</u>	Equipment/parts/services					
Website: www.bobcatboston.com						
Prompt Pay Discount: 2%-10 days						

Updated: April 18, 2014 Page 5 of 11



Contractor	Comments	SBPP	SDO	SDP	EPP	PPD
C & J Equipment, Inc	Service Area: All counties	(SB)	300	,illi,		N
Contact: Charles Hannoosh	Awarded categories: 1					
Phone: 978-658-2022	thru 11					
Email: channoosh@cjequip.com	Equipment/parts/services					
Website: www.cjequip.com						
Prompt Pay Discount: 2%-10 days, 1%-20						
days						
Cason's Equipment	Service Area: Essex,	(SB)		plift,	(\$)	H
Contact: Thomas Cason,	Middlesex, Suffolk,					
Phone: 978-459-6852	Worcester Counties					
Email: lcason@casonsequipment.com	Awarded Categories: 1					
Website: www.CasonsEquipment.com	thru 9					
Prompt Pay Discount: 2%-10 days, 1%-15	Equipment/parts/services					
days, .5%-20 days						
CN Wood Company	Service Area: All Counties			rilli,		H
Contact: Tom Fiore						
Phone: 781-935-1919	Awarded Categories:					
Email: TFiore@cn-wood.com	1,2,4,7					
Website: www.cn-wood.com	Equipment/parts/services					
Prompt Pay Discount: 1.5%-10 days, 1%-15						
days, .75%-20 days, .50%-30 days						
CNH America, LLC	Service Area: All Counties			riii,	(\$)	H
Contact: Amy Swett	Awarded Categories:					
Phone: 717-355-1686 or 717 355 4724	1,2,3,4,5,10					
Email: amy.swett@newholland.com	Equipment/parts/services					
Website: www.cnh.com						
Prompt Pay Discount: 1/2%-10 days						
Coastal Equipment Rentals, Inc	Service Area: Barnstable,	SB		, III.,	(\$)	H
Contact: Michael Kelleher, Sales Manager	Dukes, Nantucket,					
Phone: 508-737-8512	Plymouth Counties					
Email: sales@coastalequip.com						
Website: <a href="http://www.coastalequip.com">http://www.coastalequip.com</a>	Awarded Categories:					
Prompt Pay Discount: 4%-10 days, 3%-15	1,3,4,5,6,7,9,11					
days, 2%-20 days, 1%-30 days	Equipment/parts/services					
Country Club Enterprises, LLC	Service Area: All Counties			rill's		H
Contact: Kathy Wilkinson, Territory	Awarded Category: 5					
Manager	Equipment/parts/services					
Phone: 781-572-1968						
Email: <a href="mailto:kwilkinson@ccegolfcars.com">kwilkinson@ccegolfcars.com</a>						
Website: www.ccegolfcars.com						
Prompt Pay Discount: 1%-10 days, 1/2%-15						
days						

Updated: April 18, 2014 Page 6 of 11



				STRATEG	UC SOURCING SERVIC	ESOFFICE
Contractor	<u>Comments</u>	<b>SBPP</b>	<u>SDO</u>	<u>SDP</u>	<b>EPP</b>	PPD
IBC Offshore, Inc.	Service Area: Berkshire,	SB		pHT.		×
Contact: Amy Lincoln	Hampton, Norfolk,					
Phone: 781-294-8132	Plymouth, Suffolk,					
Email: ibcoffshore@verizon.net	Worcester Counties					
Website: www.ibcoffshoreus.com	Awarded Category: 11					
Prompt Pay Discount: 2%-10 days, 1%-15	Equipment/parts/services					
days	4.6					
Irrigation Pipe Lighting & Equipment	Service Area: Norfolk,			, III.,	(\$)	М
Contact: Salvatore Bellone	Essex, Middlesex, Suffolk,					
Phone: 508-820-4444	Worcester Counties					
Email: sal.bellone@iplandequipment.com	Wordester Countries					
Website: www.iplandequipment.com	Awarded Categories:					
Prompt Pay Discount: 2%-10 days, 1%-15	1,3,4,5,6,7,9					
days, .50%-20 days, .25%-30 days	Equipment/parts/services					
• • • • • • • • • • • • • • • • • • • •	Service Area: All Counties			, ill.,		
John Deere Company	Service Area: All Counties			pilling		
Contact: Becki Shadmani						
Phone: 800-358-5010 option 2	Awarded Categories:					
Email: gnsbids@johndeere.com	1,2,3,4,5,7,9 Equipment					
Website:	only					
www.deere.com/en_US/govsales/index						
John Deere Construction Retail Sales, Div.	Service Area: All Counties			pHFq		
of JDSS	Awarded Category: 10					
Contact: Debra Loding	Equipment/parts/services					
Phone: 309 765 0295						
Email: <u>LodingDebra@JohnDeere.com</u>						
KPM Exceptional LLC	Service Area: All Counties			pHT <sub>q</sub>	(4)	×
Contact: David Dollard	Awarded Categories: 3,4,9					
Phone: 973-584-5400x121	Equipment only - Prompt					
Email: david@kpmedi.com	Pay					
Prompt Pay Discount: 1%-10 days, 1/2% 30						
days						
KREW	Service Area: All Counties			,III,	(\$)	H
Contact: Robert Kraus	Awarded Category 3					
Phone: 413-568-0255	Equipment/Parts/Services					
Email: krew1085@yahoo.com						
Website: www.slopecare.com						
Prompt Pay Discount: 1%-10 days						
Leahy Equipment, Inc.	Service Area: All Counties	(SB)		,ill,		N
		3				/4
Contact: William Leahy	Awarded Categories:					
Phone: 413-536-8901	1,2,3,5,6,9					
Email: <u>leahyequipment@charter.net</u>	Equipment/parts/service					
Website: www.leahyequipment.com						
Prompt Pay Discount: .5%-10 days						

Updated: April 18, 2014 Page 7 of 11



			STRATEGIC SOURCING SERVICES OFFICE			
Contractor	<u>Comments</u>	<u>SBPP</u>	<u>SDO</u>	<u>SDP</u>	<u>EPP</u>	PPD
Moffett Turf Equipment Inc	Service Area: All Counties			,III,	(\$)	H
Contact: Benjamin Mancuso, Vice President	Awarded Categories: 1					
Phone: 585-334-0100x1128	thru 7,9,10					
Email: bmancuso@moffettturf.com	Equipment/parts/services					
Website: www.moffettturf.com						
Prompt Pay Discount: .25%-10 days, 15						
days						
Morgan Power Equipment Inc.	Service Area: All Counties			plifing.	(F)	N
Contact: Chris Murphy	Awarded Categories					
Phone: 781-293-9361	1,3,4,6,7,8,9					
Email: <a href="mailto:chris@morganpower.com">chris@morganpower.com</a>	Equipment/parts/services					
Website: <u>WWW.MORGANPOWER.COM</u>						
Prompt Pay Discount: .001%-10 days						
New England Golf Cars	Service Areas: Barnstable,	SB		, Tilly		×
Contact: Scott Cookson	Duke, Essex, Hampton,					
Phone: 508-336-4285	Plymouth, Suffolk,					
Email: negc40@aol.com	Worcester Counties					
Website: www.newenglandgolfcars.com	Awarded Category: 5					
Prompt Pay Discount: 1%-10,15,20,30 days	Equipment/parts/services					
New England Lawn & Golf	Service Area: All Counties			, III.,		×
Contact: John Lenhart, Owner	Awarded Categories: 4,5,9					
Phone: 781-749-7219	Equipment only					
Email: <u>ilenhart@gmail.com</u>						
Website:						
www.newenglandlawnandgolf.com						
Prompt Pay Discount: 3%-10 days, 2%-15						
days, 1%-20 days						
Norfolk Power Equipment	Service Area: All Counties			III.	(\$)	H
Contact: Carolyn Coulter	Awarded Categories: 1					
Phone: 508-384-0011x22	thru 11					
Email: <a href="mailto:carolync@norfolkpower.com">carolync@norfolkpower.com</a>	Equipment/parts/services					
Website: www.norfolkpower.com						
Prompt Pay Discount: .25%-10 days						
Northeast Tractor LLC	Service Area: All Counties			TH,	(\$)	H
Contact: Daniel Gardner, President	Awarded Categories: 1					
Phone: 508-384-3317	thru 4, 6 thru 11					
Email: northeasttractor@comcast.net	Equipment/parts/services					
Website: www.northeasttractor.com						
Prompt Pay Discount: 3%-10 days, 2%-15						
days, 1%-20 days						
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Updated: April 18, 2014 Page 8 of 11



Contractor	Comments	SBPP	SDO	SDP	EPP	PPD
Contractor Padula Bros., Inc.	Comments Service Area: Barnstable,	<u> 3BPP</u>	<u>3DO</u>	<u>3DP</u>	EPP	₩ W
Contact: Brian Stevens	Duke, Essex, Franklin,					~
Phone: 978-537-3356	Middlesex, Nantucket					
Email: bryanm@padbros.com	Counties					
Website: www.padulabrothers.com	Awarded Categories:					
Prompt Pay Discount: 2%-10 days, 1%-15	1,2,3,4,5,7					
	Equipment/parts/services					
Richey & Clapper, Inc	Service Area: All Counties	(SB)		, illi,	(%)	N
Contact: Rebecca Devine	Awarded Categories:	30			•	
Phone: 978-443-1333	3,4,6,7,8,9,10,11					
Email:	Equipment/parts/services					
Rebecca.devine@richeyandclapper.com	Equipment/parts/services					
Website: www.richeyandclapper.com						
Prompt Pay Discount: .5%-10 days, .25% -						
15 days						
Shelter Tree, Inc.	Service Area: All Counties			, illi,		w/
Contact: Shelter Inc., George Mellick	Service Area. All Counties					
Phone: 508-699-6550x6	Awarded Category: 9					
Email: gmellick@sheltertree.com	Equipment/parts/services					
Prompt Pay Discount: 2%-10 days	Equipment/parts/services					
Southworth Milton, Inc	Service Area: All Counties			riii,		N
Contact: Dennis Head, Government Sales	Awarded Categories:					
Phone: 508-981 4653	1,2,10,11					
Email: dennis head@miltoncat.com	Equipment/parts/services					
Website: www.miltoncat.com	Equipment/ parts/ services					
Prompt Pay Discount: : 2%-10 days, 1%-						
15,20,30 days						
Stewart's Power Equipment, Inc.	Service Area: Essex,	(SB)		riii,		N
Contact: Kaitlyn Joyce	Middlesex, Norfolk,	30				
Phone: 781-767-3544	Plymouth, Suffolk					
Email: kait@stewartspower.com	Counties					
Website: www.stewartspower.com	Awarded Categories: 3,6,7					
Prompt Pay Discount: .5%-10 days	Equipment/parts/services					
Tri County Contractors Supply, Inc.	Service Area: All Counties	(SB)		, illi,	(\$)	N
Contact: Robert Clark, Jr	Service Area. All Counties	30			•	
Phone: 413-733-5189 ext. 4	Awarded Categories: 1					
Email: rclarkjr@tricountycontractors.com	thru 7,9,10,11					
Prompt Pay Discount: 2%-10 days, 1%-15	Equipment/parts/services					
	Equipment/parts/services					
Turf Products Corporation	Service Area: All Counties			pliffy	(\$)	w/
Contact: John Ferry					•	
Phone: 800-243-4355	Awarded Categories:					
	2,3,4,5,7,9					
Email: <u>iferry@turfproductscorp.com</u>	Equipment/parts/services					
Prompt Pay Discount: .5%-10 days						

Updated: April 18, 2014 Page 9 of 11



## **Strategic Sourcing Services Team Members**

Dave O'Neill Dept. of Conservation & Recreation

Donald Staffiere Dept. of Correction

John Billera Bureau of State Office Buildings
Joseph Suppa Dept. of Conservation & Recreation

Ken Urato Dept. of Transportation Roy Collins Dept. of Transportation

# **Summary of Where to Obtain Important Contract Information in COMMBUYS**

This contract has been set up as a zero line item catalog in COMMBUYS

There are 31 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor price lists are located in the attachments tab on each Master Blanket Purchase Order.

Each vendor has any or all of the following eleven (11) catalog lines available depending on the vendors awarded category:

Cat #	Category Name			
1	Tractor up to 50HP-100HP			
2	Tractor Accessories			
3	Lawnmowers			
4	Lawnmower Accessories			
5	Utility vehicles, Golf Carts and Related Accessories			
6	2 Cycle/4 Cycle Power Equipment			
7	Snow Blowers and Related Accessories			
8	Replacement Small Engines			
9	Roto-tillers/wood chippers/stump grinders/specialty power equipment			
10	Skid steer loaders and accessories			
11	Utility trailers and related accessories (Must include trailer light package, which consists of license brackets and lights for public roads).			

#### **How to place an order**

Departments are required to solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is required is that departments contact the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

Once a quote is obtained and selected the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use FAC71) in the description
- Select the vendor you will be placing an order with

Updated: April 18, 2014 Page 10 of 11



- Select the appropriate catalog line
- Enter the total price
- Attach the vendor quote
- Submit for approval

#### Where to find complete FAC71 contract information on COMMBUYS

If full statewide contracts details are required please refer to FAC71 files listed under the Conversion Vendor <a href="Conversion-Vendor-C121960-vCurrent">C121960-vCurrent</a> link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

Updated: April 18, 2014 Page 11 of 11